



**Raleigh Fire Department**  
**Office of the Fire Marshal**  
310 West Martin Street, Suite 200  
Raleigh, NC 27602  
Phone (919) 996-6392 - Fax (919) 831-6180  
[www.raleighnc.gov](http://www.raleighnc.gov)

## Exhibits & Trade Shows Permit Application



### NORTH CAROLINA STATE FIRE CODE REQUIRED PERMITS

<input type="checkbox"/> Exhibits and Trade Shows	Fee: \$
<input type="checkbox"/> Liquid-or Gas-Fueled Vehicles or Equipment in Assembly Number of Vehicles	Fee: \$
<input type="checkbox"/> Flammable/Combustible Liquids and/or Liquid-Propane Gas	Fee: \$
<input type="checkbox"/> The Use of Open Flame Devices	Fee: \$
<input type="checkbox"/> Carnivals and Fairs	Fee: \$
<input type="checkbox"/> Temporary Tents, Canopies, Air-Supported Structures Number of Tents	Fee: \$
<input type="checkbox"/> Place of Assembly	Fee: \$

*Four or more required permits will be consolidated in one Trade Show Permit \$200.00*

**Total Permit Amount Due \$**

[Click Here for Fee Schedule](#)

**Note:** Applications for a permit must be made 30 days in advance of any permitted event. Submit all applications with the vendor sponsored event package to the Convention Center.

### BUSINESS INFORMATION

Name of Trade Show/Event:	
Event Promoter Name:	
Promoter Mailing Address:	
City, State	Zip
Contact #:	Contact Mobile #
Date(s) of Event	Set-up Date
Date of Departure	Desired Date for Pre-Event Fire Insp.

### PAYMENT FOR PERMITS ARE DUE BEFORE ISSUANCE

For Questions call: (919) 996-6392 or online at [www.raleighnc.gov/fire](http://www.raleighnc.gov/fire)

City of Raleigh  
Office of the Fire Marshal  
310 W. Martin Street Suite 200  
Raleigh, NC 27602

An on-line request can be submitted with all attached documentation for a permit. Please visit  
<https://raleighnc.seamlessdocs.com/f/RFDFirePermit>

Dear Exhibitor,

We are excited that you have chosen the Raleigh Convention Center as a location to host your exhibit or display. The attached permit application process is your guide to successfully setting up your venue and confirming to the fire safety requirements of the City of Raleigh Fire Department and the State of North Carolina.

Please review the technical bulletin requirements for determining what permits and inspections will be required before permitted to open to the public. Also, depending on the complexity of your event firewatch personnel may be required through the Raleigh Fire Marshal's Office. Complete the attached permit application and provide all documentation as described in section 4.4 at least 30 days in advance of your exhibit or show.

A checklist of fire code requirements and general fire safety aspects for exhibits and trade shows is also provided for your convenience. We encourage you to use this as a pre-event audit of fire safety before the show.

The Raleigh Fire Department, Office of the Fire Marshal staff is available to answer questions you may have about this process or permitting and inspecting your exhibit or show. You can reach our Deputy Fire Marshal staff by calling (919) 996-6392 during normal business hours. In addition, you may submit in advance a web request for service at the following link, <https://raleighnc.seamlessdocs.com/f/RFDFirePermit>

#### 4.1 Pre-Event Inspection

Pre-event fire safety inspections are the responsibility of the Raleigh Convention Center and a Deputy Fire Marshal with the Raleigh Fire Department. Events requiring permit(s) through the City of Raleigh, Office of the Fire Marshal are required to have a Fire Official approval. Inspections may be conducted during the move in and tear down. Spot inspections may also be conducted during the show. Building management shall be responsible for correction of all fire code violations found. All violations are required to be corrected within the time determined by the Fire Marshal or designee. An attached checklist is provided as a guide to the general fire code requirements that are applicable to your event. The trade show and/or exhibition shall not be permitted to open without the approval of the Fire Marshal or his authorized designee. NOTE \*\* Anytime a Fire Marshal is on-site, the Facility Manager, Assistant Facility Manager, or Event Manager should be contacted in order to make any necessary changes.

#### 4.2 Inspection of Exits

Not more than 90 minutes prior to the scheduled commencement of any non-continuous activity, event, performance, show, meeting, function, or other occasion for which persons will gather at a place of assembly, the owner, authorized designee and/or firewatch personnel shall inspect every required exit, way of approach thereto, and way of departure there from.

#### 4.3 Operational Meetings

In order to facilitate a more efficient permitting and inspection process, monthly meetings will be held involving the Convention Center Staff and Raleigh Fire Marshal's Office on the 4th Wednesday of each month to review pending event applications.

#### 4.4 Fire Code Permits

The City of Raleigh, Office of the Fire Marshal requires an operational permit for the following:

1. Exhibits and Trade Shows
2. Liquid- or gas-fueled vehicles or equipment in assembly buildings.
3. Temporary membrane structures, tents, canopies, and air supported structures
4. Pyrotechnic special effects material
5. Events involving the use of flammable/combustible liquids and/or liquid-propane
6. Open Flame ceremonies (theatrical performances, wedding shows, etc.)
7. Carnivals & Fairs

## **8. Places of Assembly**

An application for a permit must be completed 30 days in advance of any event and contain the following:

1. Floor plan showing layout of all vendor areas on the exhibit hall level.
2. Seating plan showing table and chair, stage layouts in the ballrooms.
3. Location of all exits and arrangement of aisles for the exhibit hall and/or ballroom level.
4. Location of any hazardous materials, flammable liquids, or compressed gases.
5. Completed fire code permit application.

All fire code permits are required to be issued by a fire official of the City of Raleigh, Office of the Fire Marshal. An exhibit and trade show permit is required before the show can open to the public.

### **4.5 Firewatch Required**

Firewatch is required whenever the fire alarm system is placed in event mode with the occupancy expected to reach 2000 persons, pyrotechnics, open flame performances, open flame devices, and enclosed exhibits. Other conditions may require Firewatch due to the complexity of the event planned and will be determined during pre-event meetings and inspections.

All Firewatch will be scheduled through the City of Raleigh, Office of the Fire Marshal with a minimum Level III Fire Inspector as the lead firewatch person. A minimum of two (2) Firewatch personnel are required for events. Additional Firewatch personnel may be required based on attendance projections.

Raleigh Convention Center Security Staff and Firewatch personnel are required to ensure that the fire alarm system is placed in "Event Mode" before the each event starts. Responsibilities of Firewatch personnel are as follows, but not exclusively limited to:

- Arrive at least 90 minutes prior to the start of any event requiring Firewatch to conduct a pre-event inspection of the exits. Maintain patrol of entire facility during pre-planned event.
- Coordinate with security staff and maintenance supervisors on placement of the FACP in the Event Mode. Participate in a briefing with security staff and event managers prior to starting.
- Ensure any required fire code permits are provided for and posted in the Fire Command Center.

### **4.6 Fire Safety and Evacuation Plans**

You as an exhibitor should become familiar with the fire safety and evacuation plans in advance of your planned event. All of your staff should also review the exit arrangement and requirements in the event of an emergency.